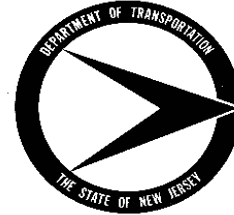


New Jersey Department of Transportation

1035 Parkway Avenue, PO Box 600, Trenton, New Jersey 08625-0600



Baseline Document Change Announcement

**Procedures Manual, Section 5
BDC98PR-003**

April 16, 1999

MEMORANDUM

Baseline Document Change

Subject: Revisions to the Procedures Manual, Subsections 5.2.2, 5.3.2, 5.5.4 and new Subsection 5.8

The revisions to Section 5 of the *Procedures Manual* are as follows:

Replace	Pages 5.2-5 through 5.2-8	with	New 5.2-5 through 5.2-8
Replace	Pages 5.3-7 and 5.3-8	with	New 5.3-7 and 5.3-8
Replace	Pages 5.3-15 and 5.3-16	with	New 5.3-15 and 5.3-16
Replace	Pages 5.5-9 and 5.5-10	with	New 5.5-9 and 5.5-10
Replace	Pages 5.5-35 and 5.5-36	with	New 5.5-35 and 5.5-36
Add	Pages 5.8-1 and 5.8-2		

The revisions and additions to Section 5 of the *Procedures Manual* are described as follows:

Subsection 5.2.2, Change of Plan Procedures

This revision is needed to provide a uniform step by step Change of Plan procedure to be followed.

Subsection 5.3.2, Change Orders

These revisions are made to meet T-21 requirements for Federally Funded projects under Alternate Procedures as requested by the New Jersey FHWA office. These revisions will require the Regional Construction Engineer to assume the review function of the FHWA on Federally Funded projects under Alternate Procedures rather than the current procedure of having the Project Manager assume the FHWA review function.

Subsection 5.5.4, Final Completion and Final Acceptance

These revisions and Attachments "U" and "V" are needed to update the procedure for preparing the Status Memorandum (Attachment "U") and Department Action Slip, Form AD-12, for Final Completion and Acceptance (Attachment "V"). The changes are summarized as follows:

- The Regional Construction Engineer shall be designated as the originator of the Status Memorandum (Attachment "U"), and the Project Manager shall have the authority to approve Attachment "U".
- The Regional Construction Engineer will be designated as the originator of the Department Action Slip, Form AD-12, for Final Completion and Acceptance (Attachment "V").
- The Project Manager will sign Attachment "V"

New Subsection 5.8, Design Visits to Construction Projects 70 - 90 Percent Complete

This new Subsection provides a procedure outlining the process for setting up and conducting design visits to construction projects that are between 70 and 90 percent complete.

Distribution to In-House Staff and Various Public Agencies

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This memorandum along with the additions and revisions to the *Procedures Manual* will be distributed to In-House staff and various Public Agencies in accordance with the *Procedures Manual* distribution list by the Document Control Unit. The hard copy distribution may be at least one month after date of this memorandum because of printing delays, so rely on the web for faster service. Please make additional copies as needed.

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Original signed by B.S.
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Manager,
Quality Management Services

attachment
BJS:KS:DES

 BDC98PR-003.doc

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